DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

How to Designate Property for Computers for Learning

A walkthrough guide for Generators

Outline

- **Purpose**
- **Who is eligible for CFL?**
- **Types of Schools**
- **Turn-In Requirements**
- **Designation Overview**
- **Who can I Designate to?**
- **Step by Step process**
- **Points of Contact**

Purpose

- The purpose of a Generator being able to designate property is to enhance the reutilization of excess computer equipment, improve the technological capabilities of the school or organization, and most importantly allow the Generating activity to assist their local community by designating the property to a local school or organization.

Who is Eligible for CFL?

- Schools and education nonprofit organizations can participate in the DOD CFL program. A school is eligible to participate if it is a public, private or parochial school serving pre-kindergarten through grade 12 students.
- An educational nonprofit organization must meet three criteria in order to participate. First, it must serve pre-kindergarten through grade 12 students only. Second, it must be tax-exempt under section 501(c) of the U.S. tax code. Third, it must operate primarily for the purpose of education.

Types of Schools

- Public Schools
  - Serving K-Grade 12
  - Accredited through the Department of Education
- Parochial/Private
  - Serving K-Grade 12
  - Accredited through the Department of Education
  - EUC required for DEMIL Q
- Educational Non-Profit
  - 501c3 non-profit organization
  - Must be educational institution serving K-Grade 12
  - EUC required for DEMIL Q

Turn-In Requirements

- Computers are turned in to DLA Disposition Services as excess (either physically or as a receipt in place)
- Hard drives removed/degaussed as per DOD guidance. For Maximum Reutilization potential we strongly suggest that the hard drives are degaussed.
  http://www.drms.dla.mil/turn-in/usable/cpu-turn-in-guide.pdf
- Follow normal screening process
- Computers For Learning is a Special Program, and screens for property during the Reutilization Cycle, however, they are not allocated the property until the last day of the cycle.

School Designation

- Generators can designate a specific school to receive their excess IT equipment

- Excess IT equipment must first be reported to your local DLA Disposition Services Field Activity. If your Activity has already selected a school or will be selecting a school, the Activity is encouraged to receive the items in place to ensure convenience for the school as well as condition of the equipment.

- Generating Activities that have contacted their local school districts and found local school partners can provide a variety of services that may include tutoring, installation and repair of equipment, as well as the transfer of computers and related equipment.

Who can I designate to?

- You can designate to any school that is approved under the DOD Computers for Learning program and is currently in good standing.
- Generators can query the DOD CFL website to determine if schools in their vicinity are registered with the program.
- You can also confirm that the school is registered by talking with them directly or by asking the CFL office by emailing DODCFL@dla.mil. They must have a valid username/DODAAC for the designation process to work.
- For Private and Non-Profit schools/Organizations they need to be approved and have a valid EUC in place to receive DMEIL Q computers. Public Schools do not need this document.

Step by Step Guide

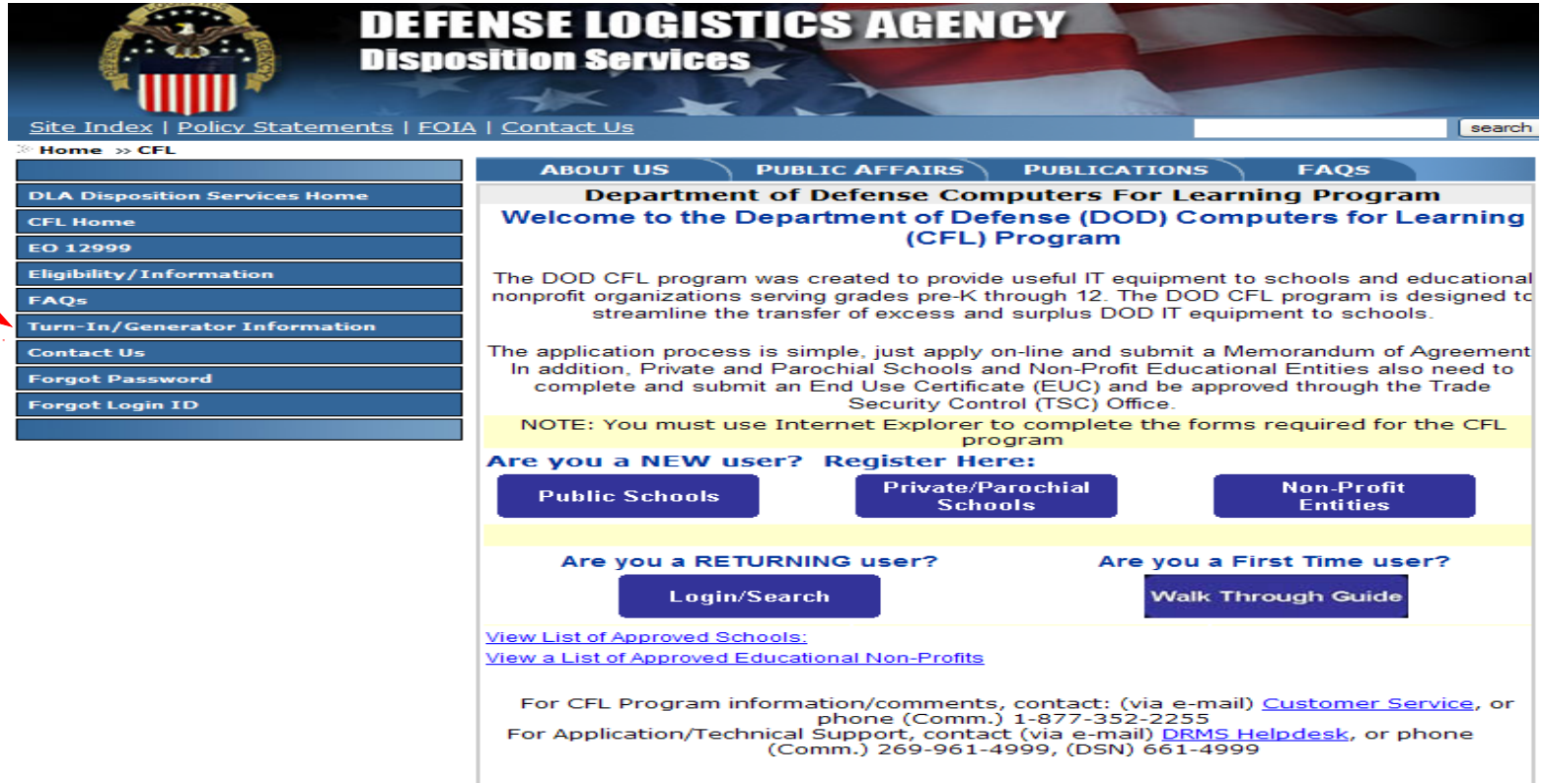
- The things you will need before beginning:
  - Your DODAAC
  - The username (DODAAC) of the schools/organizations that you want to designate to

- The next few slides will give you a step by step guide to designate property to a school/organization. Please use the text and pictures to assist you. The ‘s will point you to the next step in the process.

Reminder that a CFL Approved Public school can receive DEMIL A and Q computers. An approved Private or Non-Profit can receive DEMIL A and, if they have a valid EUC, DEMIL Q.

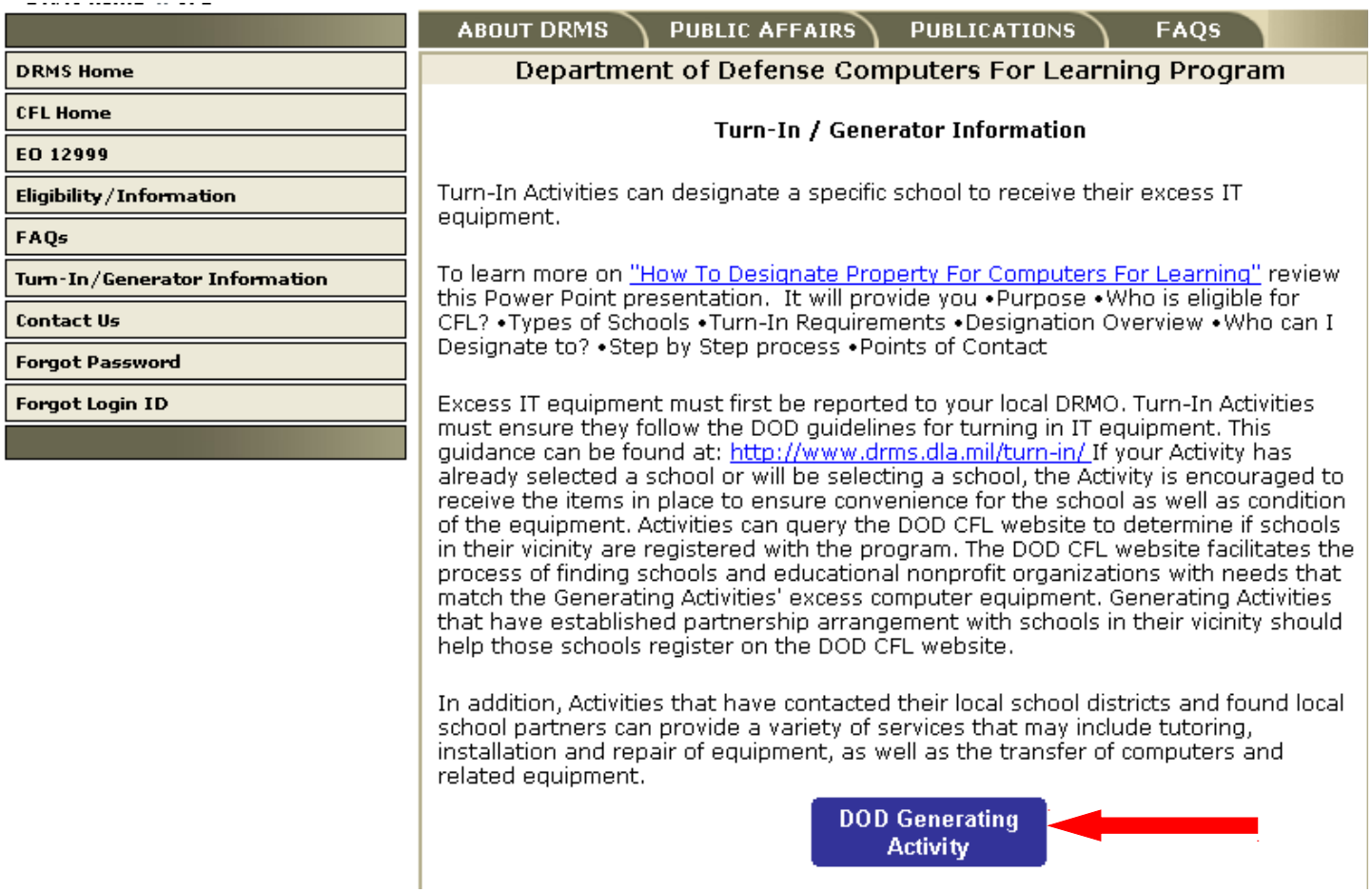
Go to Website

- First go to the DOD CFL website at https://www.drms.dla.mil/rtd03/cfl/index.shtml
- Once at our site click on the ***Turn-In/Generator information*** link



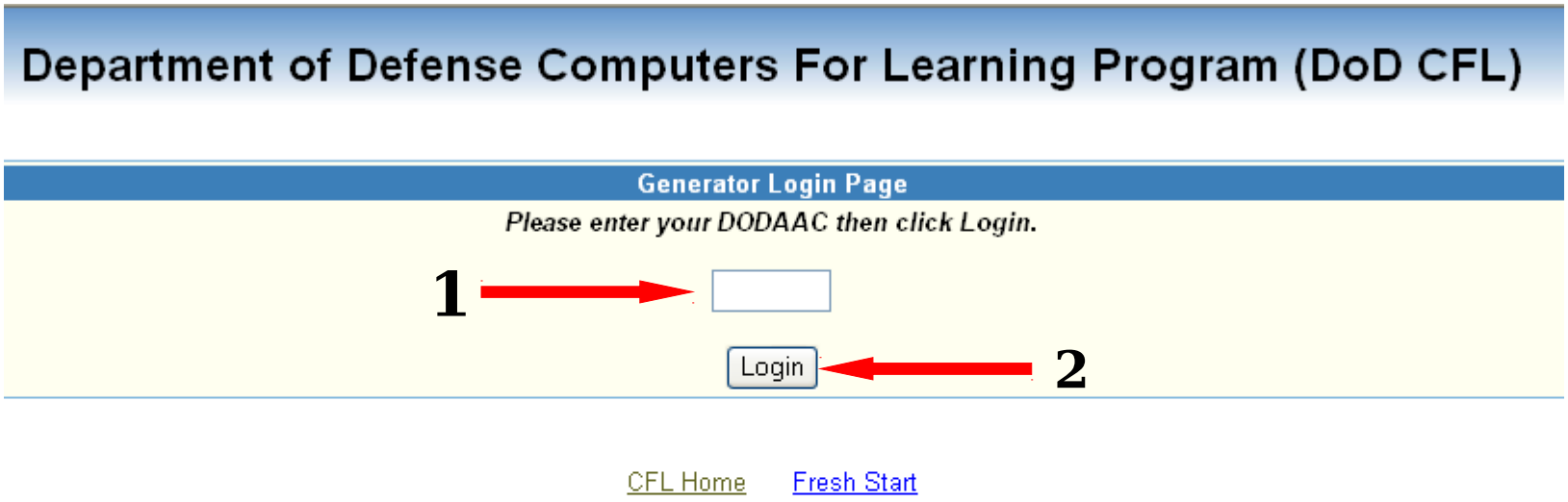
Generator Area

Click on the ***DOD Generating Activity*** Button



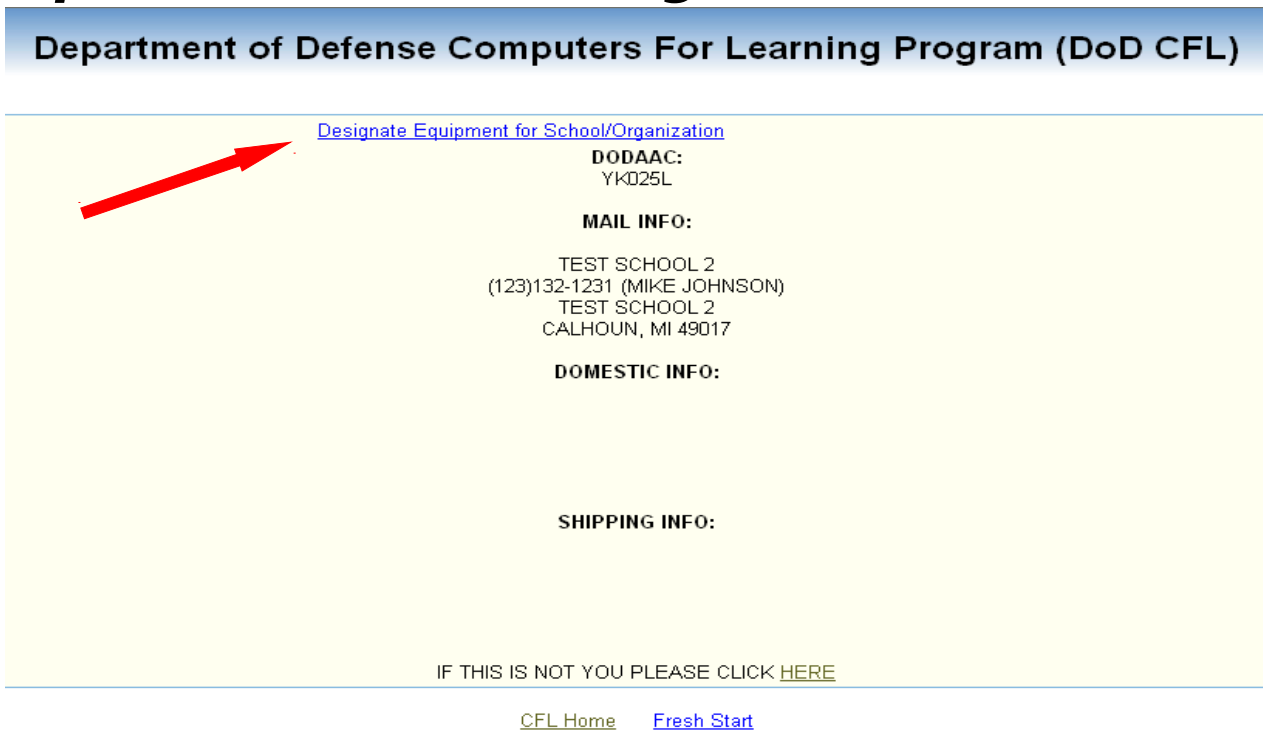
Enter DODAAC

- First enter your ***DODAAC*** that you turned your property into DLA Disposition Services with
- Then click ***LOGIN***



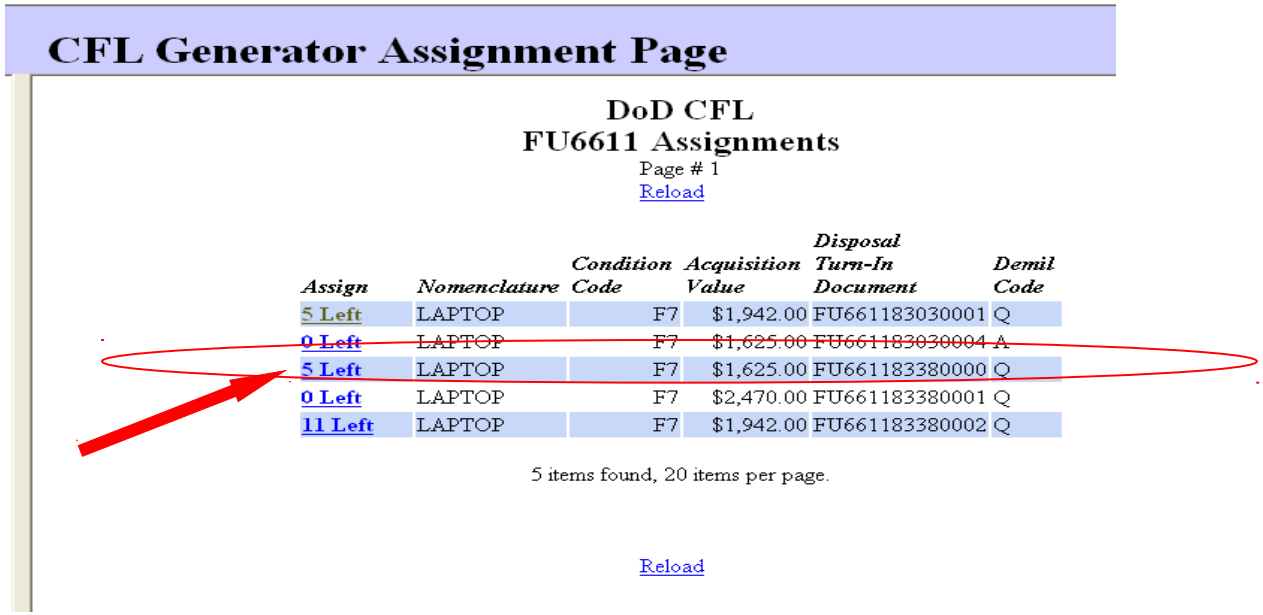
Designate Equipment

- Once you enter your DODAAC you will see this screen showing your DODAAC and mailing, domestic, and shipping info.
- If this is your information you will click the ***Designate Equipment for School/Organization*** link



Select Items

- You will now see a list of everything you have on record that is eligible for CFL. It will tell you how many are available.
- Select the item you want to designate by clicking the blue link to the left under ***Assign.*** (example if I want to designate the LAPTOP that is DEMIL Q and Value of $1,942.00 I would click the ***5 Left*** link on the same line)



CFL Generator Assignment Page

DoD CFL
FU6611 Assignments
Page # 1
Reload

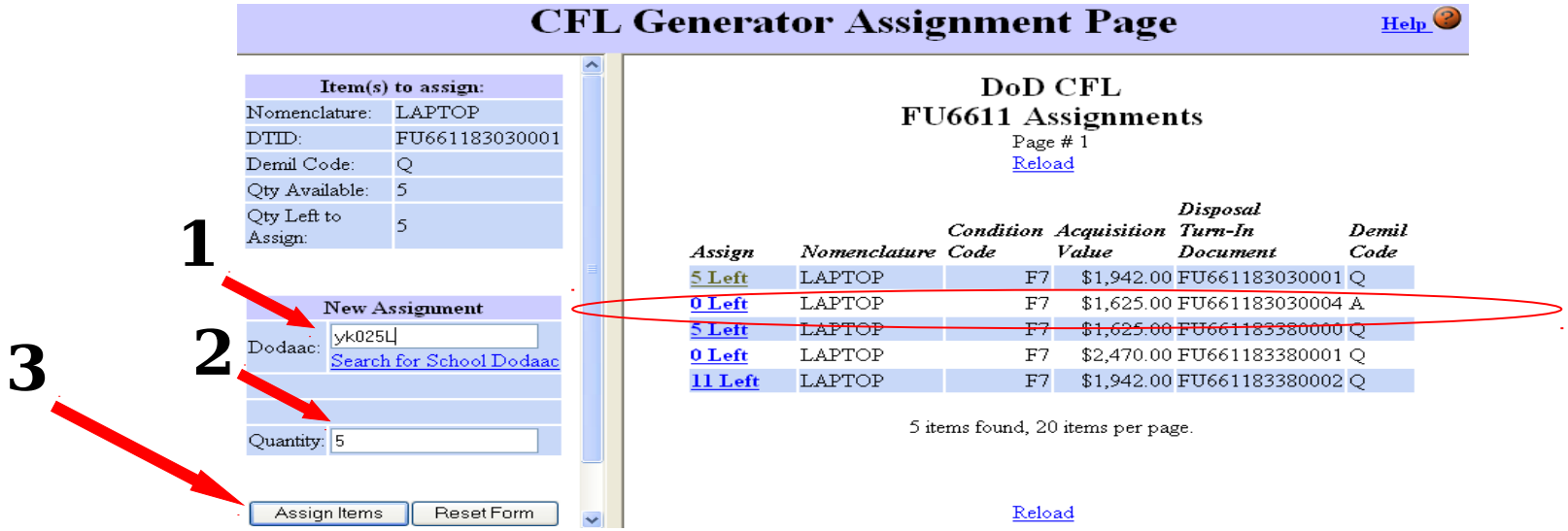
Assign	*Nomenclature*	*Condition Code*	*Acquisition Value*	*Disposal Turn-In Document*	*Demil Code*
5 Left	LAPTOP	F7	$1,942.00	FU661183030001	Q
0 Left	LAPTOP	F7	$1,625.00	FU661183030004	A
5 Left	LAPTOP	F7	$1,625.00	FU661183380000	Q
0 Left	LAPTOP	F7	$2,470.00	FU661183380001	Q
11 Left	LAPTOP	F7	$1,942.00	FU661183380002	Q

5 items found, 20 items per page.

Reload

Select Quantity

- Once you have clicked the link it will open that item in the left side of the window
- You will then enter the DODAAC of the school/organization that you want to designate to and the quantity of that item that you want to go to that school
  - *Hint*: If you have 10 laptops on 1 DTID you can designate all 10 to one school or 1 each to 10 different schools or any combination. What ever you do not designate will be available for anyone to requisition.
- When complete click ***Assign Items***



Continue until Complete

- Continue with this process until you have designated everything that you would like to designate.
- At the end of DOD screening, if not requisitioned by a DOD agency, the requisition will kick out and once it does the DLA Disposition Services Field Activity will contact the school to a[illegible]ng[illegible]r tr[illegible]port[illegible]ion of the [illegible]

REQUEST: If you could take photographs of yourself assisting with loading of computers to the school, or any photo with yourselves with the equipment we are always looking for good Public Relation opportunities and we would appreciate if you could send anything to us. Please use the contact info on the last slide. Thank you

16

Points of Contact

- For IT Turn-in requirements:
  http://www.drms.dla.mil/turn-in/usable/special-property-disposal-process.shtml#IT

- For more information on DOD CFL Program:
  www.drms.dla.mil/rtd03/cfl/index.shtml

- To Contact the CFL office:
  DODCFL@dla.mil

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY